Quick Sheet: TANF ACF-196R - Clone Reports

Audience: Grantees

Purpose

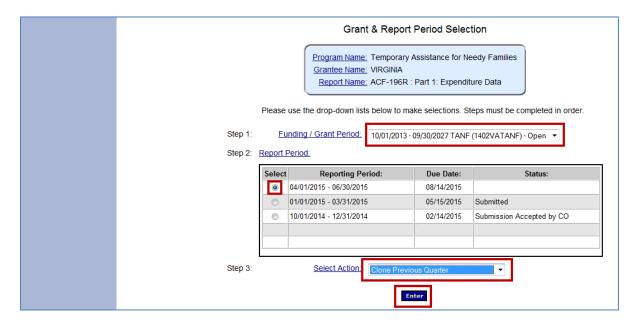
Provide instructions for cloning report forms in the Online Data Collection (OLDC) system. Cloning a report copies all data (including attachments) from the previous report period to the current period.

Only submitted forms may be cloned. Forms with a status of saved, validated, or certified cannot be cloned. Additionally, revisions cannot be cloned.

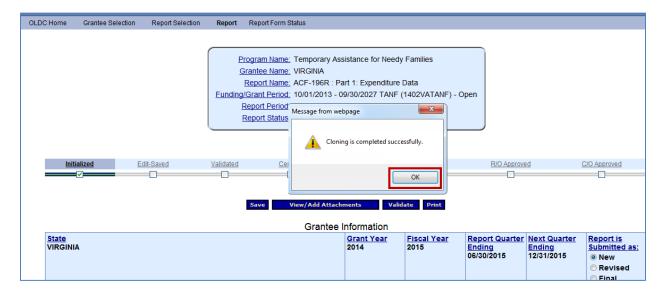
Note: If you would like to clone the latest ARRA ACF-196 form report into the 4th quarter for Fiscal Year 2014, you are only able to clone from the 1st quarter of Fiscal Year 2012 and later. For instructions on cloning the ARRA ACF-196, please view the Quick Sheet: Clone the ARRA ACF-196.

Steps

- 1. Log into Secure Sign-In (https://extranet.acf.hhs.gov/ssi)/ and launch OLDC.
- 2. From OLDC "Home", click the link **Report Form Entry**.
- 3. The "Program & Grantee Selection" screen displays. Make all selections and click the **Enter** button.
- 4. The "Grant & Report Period Selection" screen appears. Select a **Funding/Grant Period** and **Report Period**.
- 5. From the Select Action dropdown menu, choose Clone Previous Quarter.
- 6. Click the Enter button.



7. The "Report" screen appears with the pop-up message "Cloning is completed successfully." Click **OK**.



8. Begin working on the new report.